

## **Human Rights Policy**

### **Introduction**

1. We conduct our businesses in a manner which respects the human rights and dignity of our employees, those employed in our supply chains and the communities in which we operate. Respecting human rights is a fundamental part of our efforts to operate our businesses sustainably.
2. We respect internationally recognised human rights in line with the principles and guidance contained in the United Nations Guiding Principles on Business and Human Rights – [United Nations Guiding Principles on Business and Human Rights](#). This human rights policy is informed by the International Bill of Human Rights – [International Bill of Human Rights](#) and by the International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work - [International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work](#). We comply with national laws where they conflict with human rights standards but still do our best to respect the latter.
3. This policy applies to Swire Pacific Limited and its subsidiaries. Associated and joint venture companies and those with whom we do business are encouraged to comply with it. Implementation of this policy is the responsibility of the management of individual business units.

### **Diversity and inclusion**

4. We aim to create an inclusive and supportive working environment for all our people regardless of their age, gender, gender identity, sexual orientation, relationships, family status, disability, race, ethnicity, nationality or religious or political beliefs. We do not tolerate discrimination or harassment based on the foregoing matters. We believe in creating an environment where people feel comfortable at work and able to realise their full potential.
5. We base employment decisions on merit, considering qualifications, skills and achievement, and work to eliminate discriminatory bias in all its forms.
6. We have a diversity and inclusion steering committee. A background brief about this committee can be viewed here. [Diversity and Inclusion Steering Committee](#)

### **Suppliers and contractors**

7. We seek to include in our agreements with suppliers and other contractors provisions which encourage them to adhere to the principles in this policy. Our

supplier corporate social responsibility code of conduct can be viewed here. [Supplier Corporate Social Responsibility Code of Conduct](#)

8. We expect third parties who deal on our behalf to adhere to the principles in this policy.

### **Labour practices**

9. We prohibit the use of child labour in our businesses and supply chains. All our employees are above the legal age of employment in the countries in which they are employed. Interns and those gaining work experience who are under the legal age of employment are only engaged where it is legal and safe to do so.
10. We do not employ forced labour, including prison, indentured, bonded, military or slave labour. Nor do we engage in human trafficking. We do not tolerate physical punishment, threats of violence or other forms of physical, sexual, psychological or verbal abuse as a means of enforcing discipline or control in the workplace.

### **Health and safety**

11. Protecting the health and safety of our workforce is fundamental to our businesses achieving long-term success. We aim to conduct our operations in a manner that safeguards the health and safety of our employees, contractors, suppliers, customers, and visitors to our business premises and the communities in which we operate. We aim to improve our health and safety management systems continuously with a view to achieving zero harm. Our health and safety policy can be viewed here. [Swire Pacific Health and Safety Policy](#)

### **Employment**

12. We place significant emphasis on our people. Our success depends critically on our employees. We aim to recruit the best people, to offer competitive remuneration and benefits and to provide training to enable staff to realise their potential.
13. We do not tolerate discrimination, harassment, violence, intimidation, threats or other breaches of applicable employment law.
14. We comply with applicable laws relating to working hours. We permit flexible working in appropriate circumstances. Our flexible working policy can be viewed here. [Flexible Working Policy](#)
15. We respect our employees' right to join, form or not join labour unions in accordance with local law without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognised union, we negotiate with the union in good faith and expect the union to do the same with us.
16. We comply with applicable laws and regulations relating to freedom of association.

**Public Reporting**

17. We will report annually on this human rights policy in our sustainable development reports.

**Review**

18. We will review this policy from time to time as appropriate.

Hong Kong, May 2019